



Town of Amherst, New Hampshire  
**Office of Community Development**  
Building · Code Enforcement · Planning · Zoning · Economic Development  
2 Main St · PO Box 960 · Amherst, NH 03031 · 603.673.6041 · www.AmherstNH.gov

**AMHERST BUILDING PERMIT APPLICATION**

To Build, Alter, Repair, Install, or Change Buildings, Land, or Uses

**Complete All Sections Entirely**

Property Address: \_\_\_\_\_ Map/ Lot \_\_\_\_\_  
Property Owner Name: \_\_\_\_\_ Zone: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**PERMIT APPLICANTS INFORMATION:**

**Contractor:** \_\_\_\_\_ Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Architect/ Engineer Firm:** \_\_\_\_\_  
Name: \_\_\_\_\_ License #: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Electrical:** \_\_\_\_\_  
Name: \_\_\_\_\_ License #: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Plumbing:** \_\_\_\_\_  
Name: \_\_\_\_\_ License #: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Septic:** \_\_\_\_\_  
Name: \_\_\_\_\_ License #: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

*Office Use Only*

<b>Fees:</b>	Admin Fee _____	Building _____	Electric _____	Plumbing _____	Septic _____
	<b>Total</b> _____	<b>Paid</b> _____			

BP # \_\_\_\_\_ EP# \_\_\_\_\_ PP# \_\_\_\_\_

**Detailed Description of Work:** \_\_\_\_\_

Total Cost of Improvements: \$ \_\_\_\_\_

Square Footage of Improvements/ Additions/ Remodel : \_\_\_\_\_

***Please check off applications –***

***1- Type of Building Permit:***

☐ New Building\* ☐ Addition\* ☐ Alteration\* ☐ Demo - Yr Built \_\_\_\_\_

☐ Repair/ Replacement ☐ Pool ☐ Shed ☐ Deck ☐ Electrical

☐ Plumbing ☐ Commercial/ Industrial ☐ Sign

☐ Home Occupation ☐ OTHER \_\_\_\_\_

*\* Residential requires Application Form EC-1 certification from the NH Public Utilities Commission  
(Available at <http://www.puc.state.nh.us/energycodes/Form%20EC-1.pdf> )*

***2-Use:***

☐ One Family ☐ Two Or More Family- # of Units \_\_\_\_\_ ☐ Garage (Residential)

☐ Garage (Commercial) ☐ Barn/ Shed/ Agricultural ☐ Hotel/ Motel/ Dorm- # of Units \_\_\_\_\_

☐ Office/ Professional ☐ Industrial ☐ Public Utility ☐ Educational ☐ Retail Store

☐ Restaurant ☐ Medical ☐ Storage ☐ Assembly ☐ OTHER \_\_\_\_\_

**Non Residential-** Describe in detail proposed use of building(s):

***3-Characteristics:***

☐ Wood Frame ☐ Masonry ☐ Structural Steel ☐ Reinforced Concrete

☐ Other: \_\_\_\_\_

Sewage- ☐ Private (Septic) ☐ Public Water Supply- ☐ Private (Well) ☐ Public

Historic District- ☐ Yes ☐ No Scenic Road- ☐ Yes ☐ No

Heating- ☐ Gas ☐ Oil ☐ Electric ☐ Wood Central Air- ☐ Yes ☐ No

Elevator- ☐ Yes ☐ No

Total Parking Spaces: \_\_\_\_\_ # of Bathrooms: (Full) \_\_\_\_\_ (Partial) \_\_\_\_\_

# of Bedrooms: \_\_\_\_\_ (Residential Only)

***4-Dimensions:***

Number of Stories: \_\_\_\_\_

Square footage of all floor areas: \_\_\_\_\_ (Base on exterior dimensions)

Total Land Area: \_\_\_\_\_ (Acres)

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

☐ I certify the form EC-1 was submitted to the NH Public Utilities Commission \*

*By signing above, I certify that the proposed work is authorized by the owner of record and agree to conform to all applicable Codes, Laws and Ordinances for the Town of Amherst, New Hampshire. I further acknowledge that construction activities shall not commence until the Building Permit is approved and issued, and the structure will not be occupied or otherwise utilized without the issuance of a Certificate of Occupancy.*

## BUILDING PERMIT APPLICATION CHECKLIST

This checklist is intended to identify items necessary for the Office of Community Development to accept and process a Building Permit application for the various kinds of projects requiring permits. Special circumstances relating to the nature of proposed construction or location of the project may require additional information or documentation. Please refer to the Building Permit and Plan Submittal Requirements document for additional information.

**APPLICATIONS WILL NOT BE ACCEPTED WITHOUT A COMPLETE CHECKLIST.**

NOTE: Two full sets of drawings including structural details and a plot plan of lot showing setbacks to all lot lines must be attached. Failure to provide required plans, documents, or signing of application may result in rejection of application or delay in processing time.

### General to all projects:

- ☐ Two sets of scaled drawings with 1/4" per foot minimum scale plan view (Paper and PDF format if applicable)
- ☐ Existing floor plans    ☐ Size and location of all windows and doors
- ☐ Proposed floor plans    ☐ Insulation R-values for all components
- ☐ Septic design
- ☐ Plot plan of lot showing setbacks to all lot lines, wetlands and waterbodies

### Structural

Design/Code reports on ALL:

- ☐ Engineered lumber (LVLs, Micro-lams, I-Joists, etc.)    ☐ Trusses
- Size, spacing and span for ALL of the following must be shown on the plans and listed on a separate spec sheet. If sizes, spacing or spans vary within the project, all appropriate details must be clearly shown and listed:
- ☐ Floor joists    ☐ Wall studs    ☐ Roof rafters    ☐ Structural beams    ☐ Headers
  - ☐ Size, spacing and height of all wall studs must be shown on plans and listed on spec sheet. List any variations throughout the project.

### Foundation

- ☐ Footing width and thickness    ☐ Foundation wall thickness and height
- ☐ Lolly column locations and sizes    ☐ Height of unbalanced backfill

### Electrical, Plumbing, HVAC and Gas fitters

- ☐ Copy of NH Licenses

### Decks

- ☐ Location, diameter and depth of sono tubes    ☐ Details on deck-to-structure attachments
- ☐ Total height of deck flooring level above surrounding grade. If grade varies, list height on each side of deck.
- ☐ All applicable STRUCTURAL from above

### Generator Installation

- ☐ Sketch showing distance to property lines, structures, combustibles and propane tanks

### Pools

- ☐ Barrier/ Door alarm information    ☐ Plot plan showing property lines, pool, utilities, septic, etc.

**Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_